

LINE ITEM	BUDGET	NOTES
REVENUES		
A. Advance from Regional Board		Subject to rules of Steering Committee., generally considered a loan
B. Advance from Local Section.		
C. Registration		See worksheet
D. Grants/Contributions		
E. Sponsorships		
Subtotal	0	Revenues not directly related to expenses. Should exceed subtotal for non-discretionary expenses.
F. Banquet tickets		\$ x no. of persons (price should include taxes & service charges). Budget should equal expense line item.
G. Luncheon Tickets		See banquet tickets
H. Mixer tickets cash bar		Charge based on bar prices per drink, taxes, gratuities & cost of bartender
I. Exposition		# of booths x revenue/booth. Budget should exceed expense category F, making a net contribution toward the overall expenses.
J. Advertising revenues		Ads sold in program booklet
K. Interest earned		If interest bearing checking account is used
L. Miscellaneous		
TOTAL REVENUES	0	
EXPENSES		
A. Committee Expenses		
1. Meetings		
2. Postage, supplies, misc.		
B. Printing/Publicity		
1. Abstract Book		No. copies based on No. registrants.
2. Flyers - printing/mailing/postage		Specify no. of mailings and kind of flyer and get estimates
3. Web page design		
4. Ads in local section pubs		
5. Ads in C&EN, other pubs		
6. Miscellaneous		Promotional Give-Aways, etc
C. Meeting Site Expenses		
1. Space Rental/Facility Charge		See facility contract. If possible rental or attrition charges apply, allow a modest sum here as a contingency.
2. Audiovisual Services - basics		# rooms/per day x # days for standard equipment set-up.
5. Facility liability insurance		included in ACS umbrella package
6. Poster Sessions		Posterboard rental
7. Miscellaneous		Gratuities to facility staff, drayage, etc.
D. Program		
1. Symposium Grant		Suggested \$300 - \$500 per 1/2 Day per symposium
2. Complimentary registrations		
3. Awards Expenses		Plaques/Cash Awards If any
4. Misc. supplies		
E. Registration		
2. 2 Telephone lines		Local Access and 800 # Only for use at registration area
F. Return of loan		
		Equals item A and/or B under revenues.
Subtotal - non-discretionary expenses	0	
F. Exposition		
		Offset by revenues
1. Decorator		# booths x cost per booth for pipe and drape and sign, plus other quoted costs.
2. Exhibitor Prospectus Brochure		printing and mailing costs
3. Misc expenses		
4. Space Rental		
5. Security		Security guard to protect vendor equipment at night
6. Prizes/Contests		Provided by exhibitors
7. Miscellaneous		Exhibitor Box Lunch, etc
G. Special Events/Activities		

1. Mixer		Offset by revenues, whether included in registration or a ticket sales event	
2. Banquet/Luncheon(s))		Offset by revenues, whether included in registration or a ticket sales event	
3. Complimentary events tickets		Meals, receptions, special events where there is a fee.	
4. Other F&B Events (i.e., coffee breaks)		Offset by revenues, whether included in registration or a ticket sales event	
TOTAL EXPENSES	0		
NET	0		
Distribution: Host Section			
Distribution: Regional Board			

Regional Meeting
Worksheet for Setting
Registration Fees

Category	% Registrants	# Registrants	Registration Fee	Revenue by Category
Member, Advance	30.00%	150	\$125.00	\$18,750.00
Member, Onsite	5.00%	25	\$150.00	\$3,750.00
Nonmember, Advance	5.00%	25	\$150.00	\$3,750.00
Nonmember, Onsite	2.00%	10	\$180.00	\$1,800.00
Postdoctorate, Advance	5.00%	25	\$60.00	\$1,500.00
Postdoctorate, Onsite	1.00%	5	\$80.00	\$400.00
Undergraduate Student, Advance	10.00%	50	\$45.00	\$2,250.00
Undergraduate Student, Onsite	5.00%	25	\$75.00	\$1,875.00
Graduate Student, Advance	20.00%	100	\$50.00	\$5,000.00
Graduate Student, Onsite	5.00%	25	\$80.00	\$2,000.00
Precollege Teacher, Advance	3.00%	15	\$40.00	\$600.00
Precollege Teacher, Onsite	1.00%	5	\$60.00	\$300.00
Member Ret./Emeritus/Unemployed, Advance	3.00%	15	\$20.00	\$300.00
Member Ret./Emeritus/Unemployed, Onsite	1.00%	5	\$30.00	\$150.00
Guest of Registrant, Advance	2.00%	10	\$10.00	\$100.00
Guest of Registrant, Onsite	1.00%	5	\$10.00	\$50.00
50-Year Member	1.00%	5	\$0.00	\$0.00
Number of registrants/total revenues	100.00%	500		\$42,575.00
Registration Revenue				
Plus Other Revenues				\$42,575.00
Subtotal				\$42,575.00
Less Expenses				
Net				\$42,575.00

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